

DEPARTMENT: TOWNS & VILLAGES
CLASSIFICATION: EXEMPT
APPROVED: APRIL 4, 2016

TOWN OR VILLAGE ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: The work of the class is of a highly professional level calling for the exercise of independent judgment. The Town or Village Attorney is responsible for answering the many problems arising in the civil law affecting the operation of town or village business and organization. Renders legal counsel to the municipal board and other officials of the municipality. Represents the municipality in the courts in civil litigation. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Investigates the law and renders opinions to the board and departmental authorities;
2. Prepares pleadings, appeals, resolutions, notices, contracts and other legal papers and documents;
3. Examines legal papers on or filed with departments and officials;
4. Attends meetings of the board and advises the board on legal problems;
5. Appears in court to represent the town or village whenever it is necessary to do so;
6. Answers correspondence and makes necessary reports.
7. Performs Town Prosecutorial duties when assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the law as it pertains to towns and villages in the State of New York; ability to express clearly by the written or spoken word, arguments on the law; ability to organize material; good address; ability to get along well with others; honest; courtesy; tact; ethical conduct in the practice of the law; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered approved law school AND three (3) years of progressively responsible experience in the practice of the law, preferably the civil law.

SPECIAL REQUIREMENT:

Possession of a license to practice law in the State of New York.